

Moveable Capital Equipment Purchases



Moveable Capital Equipment Defined

Capital purchases impact the University's overall financial position and must be monitored and tracked for accurate financial reporting.

Moveable Capital Equipment is defined as any article of non-expendable tangible property (e.g., automobile, centrifuge, microscope, projector, network server) that meets the following capitalization criteria.

- Purchased item has a useful life of one year or greater
- Cost of the item is $\geq$ \$5,000, including delivery, installation, and the cost of attachments required to operate the item when those attachments are acquired as part of the original equipment purchase
- Boston University has title to, is the custodian of, or is held responsible to account for the item

Creating a PR for Moveable Capital Equipment

Capital Moveable Equipment can only be purchased through **Guided BUYing** Catalogs or Non-Catalog Requests (Standard).

Property Management reviews purchases $\geq \$5,000$ to screen for Moveable Capital Equipment. Purchase Requisitions (PRs) $\geq \$5,000$ for equipment need to be itemized or include an attachment with a quote or an explanation of what is ordered.

- **Line Items:**

- Each item of a capital purchase (e.g., device, component, installation, delivery) needs to be a separate line item in the PR.
- If you have multiple pieces of capital equipment, all components can be included as part of the same line item.
- Warranty and service plan costs need to be placed on a separate line as they are not capitalized.

- **Attachments:**

- Documentation (e.g., quotes, product information) must be attached or provided by link in the Comment section.
- If the attachments do not clearly state the type of equipment being ordered, provide a description of the equipment in the Comment section.

Creating a PR for Moveable Capital Equipment (cont.)

- **General Ledger (GL):**
 - Select the GL code 510100 Non-capital Minor Equipment. Property Management will adjust the GL to capital equipment.
- **Comments:**
 - Please provide a contact name and email address of the person responsible for the equipment in the Comment section.
 - If the delivery address is different from the equipment's final location, add the address (including building and room number) of its final location in the Comment section.

Notes:

- Once the PR is submitted to Property Management, a representative may reach out with questions regarding the equipment and its performance location.
- If your order is funded by a sponsored program, Post Award Financial Operations (PAFO) will be added as an approver to the PR.
- Property Management keeps an inventory of capital equipment, tracking each item from purchase through deployment and disposition.

Commodity Codes & GLs

Capital Moveable Equipment can only be purchased through **Guided BUying** Catalogs or Non-Catalog Requests (Standard).

Acceptable Commodity Codes & General Ledger (G/L) Code*

Commodity Code Description	Commodity Code	GL Code
CAPITAL-COMPUTERS	43211501	510100
CAPITAL-LABORATORY	4110	510100
CAPITAL-LASERS	2315	510100
CAPITAL-MOVEABLE	2310	510100
CAPITAL-NON-MOVEABLE	2413	510100
CAPITAL-VEHICLES	2510	510100
COMPUTER-AUDIOVISUAL	4511	510100

- *Property Management is automatically added to the Purchase Requisition Approval Workflow based on Commodity Code, GL, and dollar amount.
- For more information visit the Property Management website:
(<http://www.bu.edu/researchsupport/tools-services/property-management/moveable-capital-equipment-introduction-roles/>).

Delivery Information

If the delivery address is the equipment's final location:

- Include a Floor/Room number in the Deliver To field.

If the delivery address is different from equipment's final location (not where the equipment will reside):

- Add the address of the equipment's final location in the comment section of the PR, including a Floor/Room number.

Shipping

ShipTo(Plant) (5450 (975 Commonwealth Avenue))

ShipTo(Plant) * ⓘ

5450 (975 Commonwealth Avenue) ▼

975 Commonwealth Avenue Boston, MA 02215
United States

Deliver To * ⓘ

Erika Lonardo - Floor 1, Room #120

Need-by Date ⓘ

8/13/20 

Purchase Group

107 (PGroup 107) ▼

Comments

Write your comment...



 Erika Lonardo
7/29/20

Equipment will be located at 975 Commonwealth Avenue.

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